

DEPARTMENT OF SOCIAL SERVICES

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October 28, 1983

ALL-COUNTY LETTER NO. 83-112

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY DISTRICT ATTORNEYS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY ADMINISTRATIVE OFFICERS
ALL COUNTY AUDITORS

SUBJECT: COUNTY WELFARE DEPARTMENT ADMINISTRATIVE EXPENSE CLAIM

REFERENCE:

This is to provide time study instructions for the October-December 1983 quarter. Included are instructions applicable to the Preplacement Preventive Services-Emergency Response/Family Maintenance Programs, Family Reunification and Permanent Placement Programs, Welfare Fraud Early Detection/Prevention Program, State Adult Program, Other County Only Programs and General Relief.

Social Services Worker Time Study - DFA 46

The DFA 46 has been revised for the October-December 1983 quarter to reflect the following changes:

Preplacement Preventive Services

The passage of the Adoption Assistance and Child Welfare Act of 1980 (PL 96-272) and subsequent enactment of Senate Bill 14 required major changes in the children's services programs. One of the results of these legislative changes is the termination of the Child Protective Services Program and its replacement by a new Preplacement Preventive Services Program effective October 1, 1983. Preplacement Preventive Services consists of two program components: (1) the Emergency Response Program; and (2) the Family Maintenance Program.

In order to ensure proper time reporting, the time study instructions for each of the child welfare services programs have been simplified. The specific case activities once displayed in each program area have been eliminated. Instead, the instructions have been broadly written to include all time spent by social services staff managing a child welfare services case. Please note that the point of case transfer determines the program to which staff are to charge their time.

Emergency Response Program Line C

Social Services staff and first line supervisors are to charge all time spent providing in person response to reports of child abuse, neglect or exploitation for the purpose of providing initial intake services and crisis intervention to maintain the child safely in his/her own home or to protect the safety of the child.

Time studied staff are to include all time spent on an Emergency Response case until the case is either closed or transferred to another service program.

Family Maintenance Program Line D

Social Services staff and first line supervisors are to charge all time spent on those cases which have been transferred to the Family Maintenance Program in order to maintain the child in his/her own home while providing protective services to prevent or remedy abuse, neglect or exploitation.

Time studied staff are to include all time spent on Family Maintenance cases until the case is either closed or transferred to another service program.

Family Reunification Program - Federal Foster Care Line E

This line is limited to those activities performed on behalf of children who have been transferred to the Family Reunification Program and who have been determined eligible or are in the process of being determined eligible for federal foster care. (Do not include time spent on voluntary placements or cases already determined to be ineligible for federal foster care.)

Upon case TRANSFER to the Family Reunification Program, charge time spent by Social Services staff and first line supervisors on activities performed on behalf of children who cannot safely remain at home and need foster care while services are provided to reunite the family.

Include all time spent on these Family Reunification cases, except the actual provision of direct services (e.g., teaching and demonstrating homemakers, parent training, etc.) and post foster care placement activities, until the case is closed or transferred to another service program.

Permanent Placement Program - Federal Foster Care Line F

This line is limited to those activities performed on behalf of those children who have been transferred to the Permanent Placement Program and who have been determined eligible or are in the process of being determined eligible for federal foster care. (Do not include time spent on voluntary placements or children who have been determined ineligible for federal foster care.)

Upon case TRANSFER to the Permanent Placement Program charge time spent by Social Services staff and first line supervisors on activities performed on behalf of children who cannot safely live with their parents and who are unlikely to ever return to their homes.

Include all time spent on these Permanent Placement cases, except the actual provision of direct services, until the case is closed or transferred to another service program.

Family Reunification Program - Nonfederal Foster Care Line G

This line is limited to those activities performed on behalf of those children who have been transferred to the Family Reunification Program and who have been voluntarily placed or have been determined ineligible for federal foster care.

Upon case TRANSFER to the Family Reunification Program, charge time spent by Social Services staff and first line supervisors on activities performed on behalf of children who cannot safely remain at home and need foster care while services are provided to reunite the family.

Include all time spent on these Family Reunification cases, until the case is closed or transferred to another service program.

In addition, include time spent on:

1. The actual provision of direct services for both federal and nonfederal foster care cases.
2. Post foster care placement activities for both federal and nonfederal foster care cases when the child has been returned home.

Permanent Placement Program - Nonfederal Foster Care Line H

This line is limited to those activities performed on behalf of those children who have been transferred to the Permanent Placement Program and who have been voluntarily placed or have been determined ineligible for federal foster care.

Upon case TRANSFER to the Permanent Placement Program, charge time spent by Social Services staff and first line supervisors on activities performed on behalf of children who cannot safely live with their parents and who are unlikely to even return to their homes.

Include all time spent on these Permanent Placement cases until the case is closed or transferred to another service program.

In addition, include time spent on:

1. The actual provision of the direct services for both federal and nonfederal foster care cases.

Counties are reminded that the instructions contained in this letter in no way alter the Emergency Assistance-Abused, Neglected, and Exploited Children (EA-ANEC) Program instructions in All-County Letter (ACL) 82-67, and ACL 83-31. Counties must continue to charge time to the EA-ANEC Program when appropriate.

Other County Only Programs Line Y

Effective with the October-December 1983 quarter, the DFA 46 has been revised to combine Other County Only Programs and General Relief Program in Line Y.

All-County Letter No. 83-104, dated October 3, 1983, notified counties that effective with the July-September 1983 quarter, the Refugee Resettlement Program-NON/OCSS line has been deleted from the administrative expense claim.

For those counties without a fully executed refugee supportive services contract with this department and that choose to provide NON/OCSS services to refugees, staff are to include those hours on Line Y, Other County Only Programs/General Relief.

Adoptions Line 0

Please note that Line 0 on the DFA 46 has been left blank. Counties are advised that additional time study instructions relative to the Adoptions Program will be provided under separate cover. The DFA 46 will be revised for the January-March quarter to reflect those instructions.

Eligibility Worker Time Study - DFA 43

The Eligibility Worker Time Study (DFA 43) to be used for the October-December 1983 quarter has not been revised. However, included in this letter are time study instructions related to Welfare Fraud Early Detection/Prevention Program and clarifying instructions for the State Adult Program.

Welfare Fraud Early Detection/Prevention Program

All-County Letter No. 83-75, dated August 3, 1983, informed counties of the process for securing approval for a Welfare Fraud Early Detection/Prevention Program Plan. Those counties with an approved prevention program plan are to report their time as follows:

Welfare Fraud Investigators

County welfare department fraud investigators shall report time spent performing early fraud detection/prevention activities to the appropriate program, i.e., pure AFDC-Federal (line A); Food Stamp (line C); or, AFDC-Federal/Food Stamps (line D) on the DFA 856, Welfare Fraud Investigators Time Study.

District Attorney Investigators

District Attorney investigators performing early fraud detection/prevention activities under a purchase of service agreement with the county welfare department are to maintain monthly/quarterly time records pursuant to the Plan of Cooperation Agreement, Fiscal Provisions.

Eligibility Workers (EW)

For those counties that utilize eligibility workers in lieu of or in addition to fraud investigators, it will be necessary to separately identify time to the Early Detection/Prevention Program on the Eligibility and Nonservice Time Study, DFA 43. In order for the EW's to charge time to the appropriate programs, counties must designate two blank lines on the DFA 43 as follows:

ED/PP - AFDC/FG-U

ED/PP - Nonassistance Food Stamps

Please note that EW's may time study to this program only those early detection prevention activities specified in the county plan, as approved by the SDSS Fraud Program Management Bureau. When your plans are approved your allocations will be appropriately increased. Once this is accomplished normal funding provisions will apply.

State Adult Program

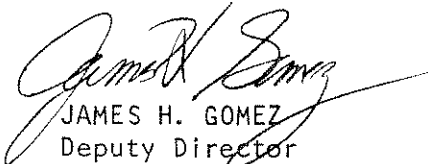
It has been brought to our attention that there is a need to provide counties with written clarification regarding the activities to be charged to the State Adult Program (SAP). Therefore, the instructions for charging time to this program on the DFA 43, Eligibility and Nonservices Time Study, are as follows:

Time charged to this program should be only that time spent by workers determining and verifying the special circumstances necessary for SSI/SSP recipients.

"Special Circumstances" as defined in the Welfare and Institutions Code 12550, means those services that are not common to all recipients and which arise out of a need for certain goods or services, and physical infirmities or other conditions peculiar on a nonrecurring basis, to the individual situation. Special circumstances shall include replacement of essential household furniture and equipment, or clothing when lost, damaged, or destroyed by catastrophe, necessary moving expenses, required housing repairs and unmet shelter needs.

NOTE: In no case should health related activities be charged to the State Adult Program.

All questions concerning this letter should be directed to Fiscal Policy and Procedures Bureau at (916) 445-7046 or ATSS 485-7046.


JAMES H. GOMEZ
Deputy Director
Administration

cc: CWDA